



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 4, 2015

Misty Martin
1031 E. 8th Street
Des Moines, IA 50316

Dear Child Care Provider,

This letter is in regards to the January 7, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

You will need to relocate all supplies in the kitchen that children can reach. Place them in a high, out of reach location or obtain proper safety devices.

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Please make sure these are hung and visible at both exits of your home. They need to remain up at all times.

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Please take the form on page 26 of the packet provided to you at the time of this spot check to the Vet for completion annually.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Please show current documentation of a current physical within the past two years using the new form provided to you at the time of this visit. The form can be found on pages 24 and 25 of the packet. Please have your physician fill out and sign this form, keeping it in a separate provider or household folder. Each person living in the home needs a physical every two years, I do accept school physicals for individuals under age eighteen. The new form is good for three years for adults.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

There were two files missing for the daycare children, please make sure each child has an individual file.

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

You should request this information from parents. Parents can be provided with a brief form, located on page 4, to assist in meeting this requirement. The following children, NL, JA, and TH were determined to need this documentation in their individual files.

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

Please request immunization records from parents. NL and JA were missing records at the time of my visit.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

x☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you

have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: March 24, 2015.

X _____
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or mcrawfo@dhs.state.ia.us if you have any questions regarding this letter.

Sincerely,

Melissa Crawford
Melissa Crawford
Social Worker II

C. Mark Chappelle
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).